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OFFICE OR STAFF OFFICE OF TRAINING			APPROVED FOR 11 June 1953	REQUEST DATE 30 June 1953	APPROVAL DATE 30 June 1953	CONTROL NO. CIA-RDP78-03568A000600030021-9	Page 1 of 3 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION	
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)	
<b>OFFICE OF TRAINING (SPECIAL) (Departmental UV</b>								
The DD/A approved on 30 June 1953 the following changes for O/TR:								
A. The transfer of all positions within the Office of Training (Special) from <u>Unvouchered</u> to <u>Vouchered</u> funds with the following exceptions:								
1. The Projects Training Division to remain on departmental unvouchered funds. Note: the Field Branch #1 to be redesignated Field [ ] and remain on UV funds. (See 2a attached).				25X1A				
[ ]				25X1A				
UV funds. (See page 2b attached)								
3. The Operations Training Branch to be deleted from the Basic Training Division and established under the Training Division, [ ] as [ ] Unvouchered. (See page 3a attached)				25X1A				
B. The Assessment and Evaluation Staff to be transferred from TR(S) to an independent Staff under the Director of Training. (See page 3b attached). Positions are to be transferred from unvouchered to vouchered funds.				25X1A				
NEW OFFICE TOTALS			APPROVAL					
The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is								
<del>CONFIDENTIAL</del>			Chief, Class. & Wage Div.					
			TITLE					

25X1A

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Next 1 Page(s) In Document Exempt

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MEMORANDUM FOR: Deputy Director (Administration)

REFERENCE: (Attached as Tabs)

Tab 2 - Concurrence from the Comptroller, dated 16 June 1953.

1. Tab 1 sets forth the Office of Training proposal for a revised T/O as follows:

a. Assessment and Evaluation Staff: This Staff consisting of ☐ positions is to be removed from the present organizational location of the Office of Training (Special) and reestablished as a Staff reporting directly to the Director of Training. Positions will be changed from unvouchered to vouchered.

b. Operations Training Branch: This Branch consisting of ☐ positions is to be removed from the Basic Training Division, Office of Training (Special) and reestablished as a branch of the Training Division, ☐, all positions to be US-Field-Unvouchered.

c. Field Branch #1, Project Training Division, TRS:

[REDACTED], TRS: Positions in these organizational units, numbering [REDACTED] respectively, are to be redesignated as [REDACTED] positions instead of departmental and remain on unvouchered funds. Activities of these organizations are carried out in field installations.

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d. All remaining departmental positions of Office of Training (Special), with the exception of Project Training Division which are currently compensated by unvouchered funds will be changed to a vouchered basis. Project Training Division will remain on unvouchered funds.

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2. The above proposal is considered by the Director of Training as essential in order to place as many positions as practicable under vouchered funds, to correctly identify TRS positions as departmental and field, and to adjust certain organizational discrepancies.

3. Tab 2 is the concurrence of the Comptroller. Informally, the Comptroller has indicated that the proposed actions are in accord with general Agency policy.

4. Tab 3 is the concurrence of the Management Officer.

5. Although no changes in the classification of individual positions were proposed by the Director of Training, from a classification standpoint the removal of the Assessment and Evaluation Staff from the jurisdiction of the Deputy Director for Training (Special) and the transfer of the Operations Training Branch, from the Basic Training Division to [ ] comprises a significant internal reassignment of functions. However, as the Classification and Wage Division is currently conducting a comprehensive classification survey of the Office of Training, detailed position evaluations will be made of the effect of these organizational transfers on the top division, staff, and Deputy Director for Training (Special) positions at the time of survey of these components concerned.

6. Based on the facts outlined above, it is recommended that the proposed T/O revision and transfer of funds be approved for the Office of Training.

[ ]  
W. H. H. MORRIS, JR.  
Assistant Director (Personnel)

3 Attachments  
As stated

Action by Approving Authority

Date 30 June 53  
T/O & Ceiling Approved,  
~~Exceptions, if any~~

[ ]  
Assistant Deputy Director  
(Administration)

JUN 30 1953

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5 June 1953

MEMORANDUM FOR: Deputy Director (Administration)  
THRU: Chief, Classification and Wage Division  
SUBJECT: Request for T/O Adjustments

1. In accordance with the policy of the Agency in placing as many positions as practicable under vouchered funds and to correctly identify TRS positions as departmental and field as well as to adjust certain organizational discrepancies, it is requested that the following T/O changes be made:

25X9 a. The ☐ positions in the Assessment and Evaluation Staff, Office of Training (Special), be transferred from unvouchered funds to vouchered funds and established as a staff under the Director of Training.

25X9 b. The ☐ positions in the Operations Training Branch, Basic Training Division, TRS, be removed from the present organizational location and established as a Branch under the Training Division,  
25X1A ☐ Field positions and remain on unvouchered funds.

25X9 c. The ☐ positions in Field Branch #1, Project Training  
25X1A Division be designated ☐ Field positions instead of departmental and remain on unvouchered funds.

25X1A ☐  
positions instead of departmental and remain on unvouchered funds.

e. All of the remaining unvouchered positions, with the exception of those in the Project Training Division, TRS, be transferred to vouchered funds and remain as departmental positions. Organizational designations are to remain unchanged, except as indicated above.

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6/11/53  
KCK

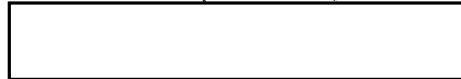
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2. Since a large number of personnel actions must be prepared in the next few days, if the transfer of funds indicated is to be made effective 5 July 1953, it will be appreciated if this request is given a high priority.



*for*  
MATTHEW BAIRD  
Director of Training

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